

Volunteer role description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



IHL Advisory Committee - Secretary

Department	International Humanitarian Law
Availability	4 hours per quarter - attending meeting and associated admin (12 month commitment with option to renew for a further 12 months)
Location	Various locations throughout Australia
Category	Contributing to our operational work

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

The Australian Red Cross International Humanitarian Law (IHL) Program seeks to prevent and alleviate suffering in times of war and conflict and promote non-violence and peace by working towards the following outcomes:

- Australians in war and conflict understand that wars have laws and apply them;
- Australian law and policy reflects IHL and humanitarian principles; and
- The International Red Cross and Red Crescent Movement has maximum global impact in IHL, and Movement members achieve their local humanitarian objectives

As a member of the International Red Cross Red Crescent Movement, Australian Red Cross has an obligation to promote awareness about IHL or the laws of war.

The IHL Advisory Committees have an important role in supporting the IHL Program. The Committees represent a high-level, expert group of IHL experts, practitioners and influencers across the country.

IHL Advisory Committee members are bound by the Terms of Reference of the IHL Advisory Committees.

Role responsibilities

- Attend all quarterly meetings of the Committee;
- Draft and circulate agendas of meetings;
- Draft and circulate minutes of meetings to the IHL Advisory Committee, Divisional Advisory Boards, the IHL Program and IHL Committee Chairs across Australia;
- Assist the Committee Chair to prepare quarterly reports of the Committee reflecting their implementation of the annual work plan for circulation to the Divisional Advisory Board;
- Liaise regularly with Committee members on behalf of the Committee Chair in relation to the implementation of the annual work plan of the Committee; and
- Assist with other administrative functions related to the Committee as requested.

Knowledge, skills and experience

- Effective communication skills, both written and oral
- Administrative and computer skills, particularly Word, Outlook and Excel
- Ability to take initiative
- Interest in International Humanitarian Law and the work of the Red Cross Red Crescent Movement

Check requirements

- Complete Red Cross online learning modules as required
- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)

Learning and development

- Short annual briefing on the RCRC Movement, the Fundamental Principles, auxiliary status and role of the Movement with regards to disseminating and ensuring respect for IHL

General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the [Fundamental Principles of the Red Cross and Red Crescent Movement](#)

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
